

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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CDFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-361-1917-905
UNIT NAME AND LOCATION Interpretive Services – Santa Rosa, CA	CLASS TITLE Fish and Wildlife Interpreter I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the close supervision of a Fish and Wildlife Interpreter III, the incumbent works in concert with aquatic education program leads to carry out Urban Fishing (Fishing in the City), Classroom Aquarium Education Program (CAEP), Hatchery Education Program, and related public outreach.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<u>ESSENTIAL FUNCTIONS</u>
30%	Interpretation/Education Plan and assist with the coordination of aquatic education programs including fishing clinics and Trout in the Classroom. Develop and implement talks and presentations to ethnically diverse community organizations and civic groups. Assist other CDFW staff with their interpretive efforts.
25%	Resource Development/Coordination Develop new interpretive and educational activities and participate with the program lead to advance goals of the Classroom Aquarium Education Program (CAEP), Fishing in the City (FIC) program, and related fishing events.
20%	Volunteer Management/Partner Support Assist with the development and maintenance of partnerships with agencies and community entities that engage in support of aquatic education programs. Organize and direct the work of volunteers. Participate in various regional events. Assist in leading workshops and trainings. Report out on evaluation of programs via assessment of participant surveys. Gather and report data and write narratives for grant reports.
10%	Planning, Publications, and Archives Assist with the development of a current interpretive prospectus for the urban fishing program. Recommend and assist in developing analog and digital interpretive materials, audio-visual programs, and exhibits. Assist in the design of signage and interpretive facilities. Create and maintain a reference library, photo file, and specimen collection of aquatic organisms. Organize and maintain other scientific materials for effective presentations. Share information on programs and products through digital tools and presentations at professional conferences and agency meetings. Keep and maintain records of work activities, public use, and other activities as required.
10%	Administration Prepare monthly activity reports; track spending; attend meetings; adhere to CDFW policies and employee safety standards; develop annual work plan; meet with supervisor on a regular basis; plan,

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5%	<p>organize, and direct the work of volunteers and seasonal employees; purchase materials needed to perform interpretive and education functions. Develop and maintain a network of professional contacts in the academic and resource management communities related to Urban Fishing and other aquatic education programs. Maintain knowledge of natural resource features of Department of Fish and Wildlife lands, and laws, regulations, and CDFW policies relative to conservation and restoration of lands and wildlife resources in California.</p> <p><u>NON ESSENTIAL FUNCTIONS</u></p> <p>Staff Development Perform administrative tasks including tracking of time worked. Attend career development and training programs and seminars as appropriate to contribute to the achievement of the Bay Delta Region, CDFW, and Justice, Equity, Diversity and Inclusion (JEDI) goals and objectives.</p> <p>Special Personal Characteristics: Outgoing; clear thinking; ability to plan and organize a variety of activities in a changing environment; demonstrated ability to work independently; enjoys participating in public service; ability to provide positive leadership in a public setting; must be tolerant of consumptive users of the fish and wildlife.</p> <p>Interpersonal Skills: Good listening skills; able to support partner organizations; able to receive diverse opinions in a positive manner; able to work with multiple organizations to achieve goals; responsive to potential and actual emergency situations involving the public; communicates effectively with a variety of people; self-motivated to complete independent work and also able to work cooperatively in a team setting; provide leadership to temporary employees.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Ability to work outside in a variety of weather conditions; walk on uneven and unstable surfaces; repetitive lifting or other physically challenging duties. Must be able to sit at a desk for up to 8 hours.</p>				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Ethan Rotman, Fish and Wildlife Interpreter III	<table border="1"> <tr> <th data-bbox="901 1276 1373 1312">SUPERVISOR'S SIGNATURE</th><th data-bbox="1373 1276 1520 1312">DATE</th></tr> <tr> <td data-bbox="901 1312 1373 1371"></td><td data-bbox="1373 1312 1520 1371"></td></tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.					
PRINT EMPLOYEE'S NAME PROPOSED, Fish and Wildlife Interpreter I	<table border="1"> <tr> <th data-bbox="901 1497 1373 1533">EMPLOYEE'S SIGNATURE</th><th data-bbox="1373 1497 1520 1533">DATE</th></tr> <tr> <td data-bbox="901 1533 1373 1581"></td><td data-bbox="1373 1533 1520 1581"></td></tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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